

How to Complete the Online Move-In Inspection Report



Welcome to South Duff! We're excited you're here and look forward to you calling our community home!!! 😊

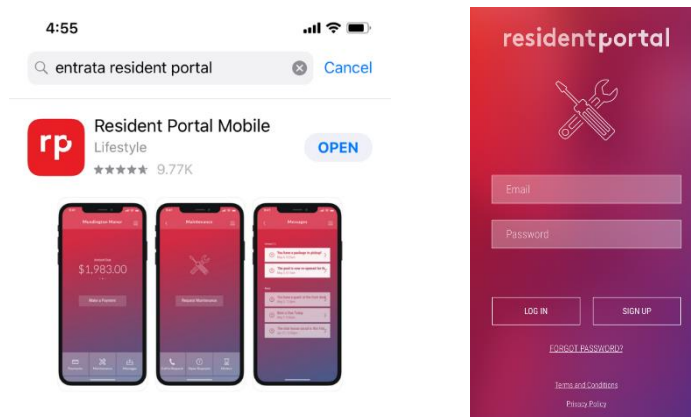
When you get to your apartment, we ask that one of the first things you do is complete your online Move-In Inspection Report. The Move-In Inspection Report will list items starting in the common area working you back to your bedroom and bathroom. Please take the time to inspect these items thoroughly.

We do our best to get all units made ready during our TURN process, but items can always be missed and it's important for you to let us know if any repairs or cleaning items need addressed at move in.

It's important to complete this online Report but we will also have a Maintenance Tent setup outside during our August 8th move-in date to assist with any maintenance or cleaning items that need addressed right away. If you are a Transfer or have an August 1st move-in date, please stop in our office during business hours to put in a maintenance request for any repairs or cleaning items.

So how do you find the Move-In Inspection Report?

- ✓ Visit our website on your mobile device (www.southduffapts.com)
- ✓ Select Resident/Resident Portal/Log In from the drop-down menu in the upper left corner
 - Or download the Resident Portal App (*photos below of the app*)

















- ✓ Now that you are a Logged into your Resident Portal you will go to the Maintenance Tab
- ✓ You will see a section labeled Unit Inspections
- ✓ Click Start (South Duff Move-in Resident)

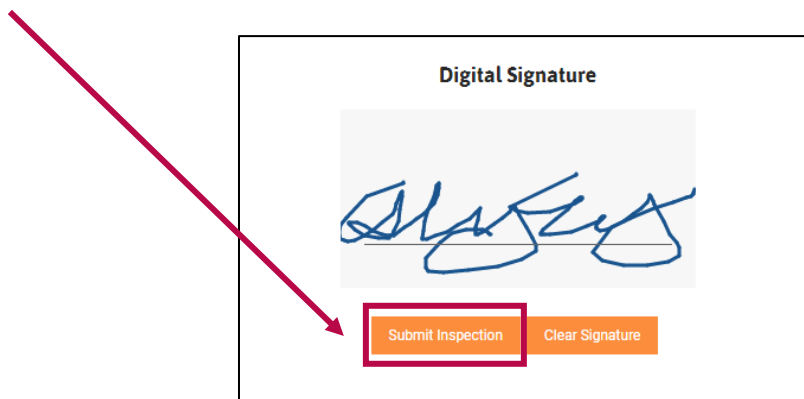
Description	Due Date	Status	Action
South Duff Move-In (Resident)	--	Not Started	Start

How do you complete the inspection?

- ✓ The first items listed will begin at the entry door of your apartment taking you through the common areas and leading you back to your Bedroom and Bathroom (**sample items listed below**)
 - Please make sure you are completing the items for your Bedroom and Bathroom

PROBLEMS	CONDITION		ACTIONS	NOTES	PHOTOS
Front Entry Door	Pass	Fail			
Front Door Key	Pass	Fail			
Door Frame	Pass	Fail			
Walls	Pass	Fail			
Switch(s)	Pass	Fail			
Outlet(s)	Pass	Fail			
Flooring	Pass	Fail			

- ✓ You will scroll down through the inspection and click Pass or Fail for each item
- ✓ If you select Fail for an item you will be required to add a Note in the Notes field
 - You are able to add Notes for items that Pass as well
- ✓ You can also upload a photo for any item by clicking on the Camera icon
- ✓ Once your inspection is complete you will sign your name in the Digital Signature box
- ✓ Click Submit Inspection



- ✓ That's it! Your Inspection is Done!

This inspection must be complete within **72 hours** of your move in date

- If the inspection has expired before this time, please contact us immediately
- Also if you are having any issues accessing the Inspection, please contact us immediately

Office Phone Number: 515.956.7660

Executive Director Email: manager.southduff@pepshgmt.com

IMPORTANT: I understand the following: 1) It is my responsibility to report any concerns regarding the cleanliness or condition of the room at the time of move-in 2) I may be held individually or collectively responsible with my roommates for necessary repairs and/or cleaning assessed after the room has been vacated by any/all occupants 3) Damage caused by me may require the need for replacement or repair of more than the area affected to return room to its original condition (i.e. painting a whole wall/carpeting a whole room) 4) The Move-In Inspection must be completed within 72 hours of moving in.